

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
January 15, 2015

SUBJECT: Easement vacation to accommodate addition to existing single-family residence at 1588 Bolton St.

FILE: PA-15-03

ATTENDEES: Applicants: Mike Roloff
Staff: Zach Pelz AICP, Associate Planner
Public Attendee: none

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Project Details

Site Address: 1588 Bolton St.

Tax Not No.: 2 2E 30BD 01901

Site Area: 12,747 sq. ft.

Neighborhood: Bolton

Regulations

Zoning: R-10 (Single-family residential, 10,000 sq. ft. minimum lot size)

Criteria

CDC Chapter 11: R-10 Single-family residential

Comments from Other City Departments and Outside Agencies

Based on the information discussed during the pre-application conference, no Planning Department review of this proposal is warranted. The City's Engineering Department will process the easement vacation request pursuant to the procedures outlined in the attached *Easement Vacation Procedures* document. To-date, Engineering believes the City does not

have a need for the easement proposed to be vacated as the City removed the utility line some time ago.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed.

Also note that these notes have a limited “shelf life” in that changes to the CDC standards may require a different design or submittal. Pre-application reviews are valid for 18 months. A new pre-application conference is required once that period lapses.